



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

July 30, 2020

Re: Temporary Expansion of College/University Instructional Space under Executive Order 2020-159

Dear Colleges and Universities:

With the issuance of Executive Order 2020-159, the Department of Licensing and Regulatory Affairs, Bureau of Fire Services (BFS) has developed the following procedure to provide guidance to Michigan colleges and universities on how to request temporary approval for use of instructional space in campus buildings that have not been previously approved by the BFS.

Please review this procedure carefully. If you have any questions regarding the procedure or the requirements outlined in Executive Order 2020-159, please contact LARA-postsecondary@michigan.gov.

Sincerely,

Bureau of Fire Services

Enc: BFS Procedure 05-29 – Temporary Expansion of College/University Classrooms
BFS Form-001 College & University Self-Inspection Checklist



Bureau of Fire Services Procedures

07/30/2020
05-29

Temporary Expansion of College/University Classrooms

PURPOSE

Due to social distancing requirements in response to the Coronavirus (COVID-19) pandemic, colleges and universities will require additional temporary classroom space. This procedure details the requirements for colleges and universities to quickly obtain temporary approval from the Bureau of Fire Services (BFS) per Executive Order 2020-159 for additional classroom space using campus buildings that have not previously been approved for degree program instructional use by the BFS.

PROCEDURE

This procedure applies only to current college and university owned buildings that were originally approved under requirements for assembly or business occupancy or use. This procedure is for the temporary use of these buildings as permitted under Executive Order 2020-159. This procedure will be rescinded immediately upon the rescission of Executive Order 2020-159. The approvals given under this procedure may also be revoked upon non-compliance with the requirements.

1. Provide the Bureau of Fire Services with the Bureau of Fire Services College/University Self-Inspection Checklist (BFS Form-001).

Note: A separate self-inspection checklist must be submitted for each proposed building seeking temporary approval as an instructional facility.

2. Along with the Bureau of Fire Services College/University Self-Inspection Checklist (BFS Form-001), provide the building's approval and/or design meeting the requirements of assembly or business occupancy. This documentation may be in one of the following forms:
 - Certificate of Occupancy
 - Copies/scans of original stamped building plan sheet(s) indicating design criteria
 - A letter on college/university letterhead detailing the building's construction, codes applied, and current use that is signed and sealed by a licensed architect or engineer.

3. Submit the Bureau of Fire Services College/University Self-Inspection Checklist (BFS Form-001) and one form of documentation as required above to: LARA-postsecondary@michigan.gov.
4. Upon review and approval, the BFS will return correspondence indicating that temporary approval has been granted for each building through the duration of Executive Order 2020-159.

Any future proposed renovations, modifications, or additions to buildings approved under this section shall be submitted for BFS review through the normal submittal process.

Any buildings used as temporary classrooms that were not built under requirements of assembly or business occupancy must be submitted for review and approval in full accordance with the 2016 School, College, and University Fire Safety Rules as applicable to the change of occupancy. Pursuant to Section 38.1.1.1.1 of the School, College, and University Fire Safety Rules, the plans will be reviewed and the building inspected using Section 43.7.2, chapters 38, 39, 12, 13, and all other relevant base chapters of NFPA 101, 2012 and all other codes and standards as adopted by reference.



FIRE SAFETY INSPECTION RECORD	
<p><u>MEANS OF ESCAPE/EGRESS</u></p> <p><input type="checkbox"/> Means of egress (corridors, exits) are clear and unobstructed</p> <p><input type="checkbox"/> All doors have non-locking against egress hardware</p> <p><input type="checkbox"/> Any door locking systems installed are tested and are operational</p> <p><input type="checkbox"/> Illuminated exit signs are operational</p> <p><input type="checkbox"/> Emergency lighting is operational</p> <p><u>HAZARDOUS AREAS</u></p> <p><input type="checkbox"/> Hazard room doors self-close and positively latch.</p> <p><u>FIRE EXTINGUISHERS</u></p> <p><input type="checkbox"/> Fire Extinguishers have operational pressure and are undamaged.</p>	<p><u>DOCUMENT REVIEW (PROVIDE RECORDS WHERE APPLICABLE)</u></p> <p><input type="checkbox"/> Fire Alarm Testing: Annual Test Date: Click here to enter a date._____</p> <p><input type="checkbox"/> Sprinkler Testing (where installed/required):</p> <p><input type="checkbox"/> Quarterly: <input type="checkbox"/> Annual: Click here to enter a date.</p> <p><input type="checkbox"/> Fire Extinguisher Inspections:</p> <p><input type="checkbox"/> Monthly inspections</p> <p><input type="checkbox"/> Annual maintenance: Click here to enter a date._____</p> <p><input type="checkbox"/> Emergency Lighting:</p> <p><input type="checkbox"/> Monthly 30 second tests</p> <p><input type="checkbox"/> Annual 90-minute test</p> <p><input type="checkbox"/> Emergency Generator Testing Records</p> <p><input type="checkbox"/> Weekly Inspections</p> <p><input type="checkbox"/> Monthly Load Testing</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Title</p>